SOLUTIONS MANUAL



UNIT A *Getting Started with Excel 2010*

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Unit A: Getting Started with Excel 2010

Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Normal view button	7. c	13. c
2. Formula bar	8. a	14. c
3. View tab	9. f	15. b
4. Ruler	10. e	16. b
5. Insert Worksheet button	11. b	17. a
6. Mode indicator/Status bar	12. d	18. b
		19. d
		20. b
		21. b

Skills Review

The filename for steps 2 through 8 in this Skills Review is EX A-Weather Statistics.xlsx. The completed solution file is shown on the following page.

1. No data file is supplied for this step.

a. Students should understand that a worksheet is part of a workbook.

b. Some common uses for electronic spreadsheets are payroll calculations, a list of a store's inventory, calculation of sales tax due, list of patient data, and a record of sales data.

c. What-if' analysis lets you speculate as to the possible outcomes if specific values, such as tax rates or sales amounts change.

- 2. Students should refer to the lesson "Touring the Excel 2010 Window" and Figures A-3 and A-4 for help with this step. Make sure they can identify as many elements of the Excel window as possible.
- 3. The formula used to calculate the difference in altitude between Denver and Phoenix is =D4-F4.

Solution File: EX A-Weather Statistics

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- 6			Low Temp	-22	44	35.4	62	. 59) .	43		36.9			
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Independent Challenge 1

Filename: EX A-Property Listings.xlsx

Because an independent challenge can be tackled in different ways, it is important to stress that there is not a single correct solution. Look for information similar to what is shown in the figures below, remembering that there is room for variety.

Estimated completion time: 10 minutes

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Independent Challenge 2

No data file is supplied with this independent challenge. Because an independent challenge can be tackled in different ways, it is important to stress that there is not a single correct solution. Look for a variety of car manufacturers in student's files.

Estimated completion time: 15 minutes

Solution: EX A-Prestige Import Motors.xlsx.

Your Name	2		F	Prestige Imp	ort Motors	
Sales for Q	uarter 1					
Make	January	February	March	Total		
Acura	15650	15000	15500	46150		
Honda	12500	13325	17500	43325		
Integra	15000	19000	19500	53500		
Lexus	17500	26625	21500	65625		
Mercedes	19000	23000	23750	65750		
Nissan	21500	25000	25750	72250		
Toyota	23000	27000	27750	77750		
Total	124150	148950	151250	424350		

Solution: EX A-Prestige Import Motors ACE.xlsx

Sales for Quarter 1			
Make	January	February	March
Acura	15650	15000	15500
Honda	12500	13325	17500
Integra	15000	19000	19500
Lexus	17500	26625	21500
Mercedes	19000	23000	23750
Nissan	21500	25000	25750
Toyota	23000	27000	27750
Total	=SUM(B4:B10)	=SUM(C4:C10)	=SUM(D4:D10)
15% increase	=B11*1.15	=C11*1.15	=D11*1.15

Independent Challenge 3

Students will open a blank file and create a formula that converts Fahrenheit temperatures to Celsius

Estimated completion time: 10 minutes

Filename: EX A-Temperature Conversions.xlsx

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Real Life Independent Challenge

Students will open a file, use Help to find out how to create a series of numbers, then delete cell contents, create a series of numbers.

Estimated completion time: 10 minutes

Filename: EX A-Personal Checkbook.xlsx

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3															
4	Check No.	Date	Item		Amount	Balance									
5	101	22-Oct	Trader Joe's		87.42	1912.58	;								
6	102	25-Oct	Staples		29.98	1882.6	i								
7	103	27-Oct	Best Buy		57.31	1825.29)								
8	104	29-Oct	Electric Company	r	42.99	1782.3	•								
9	105	30-Oct	Fry's Electronics		194.22	1588.08	;								
10			Total		411.92										
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Filename: EX A-Personal Checkbook ACE.xlsx

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103	27-Oct	Best Buy	57.31	1825.29												
104	29-Oct	Electric Company	42.99	1782.3												
105	30-Oct	Fry's Electronics	194.22	1588.08												
		Total	411.92													
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		Type an initial check value.	Select the	cells to be	filled, click	the Fill lis	t arrow, th	en click Se	ries. Comp	lete the S	eries dialo	g box to fil	I the cells,	then click	OK.	

Visual Workshop

You should receive the file EX A-Inventory Items.xlsx. This worksheet should be identical to the one shown below. Check the accuracy with which each worksheet is created.

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		Your Name			Invento	ry Items							
- 3		Item	Sale Price	Quantity	Total Value								Click
4		Rubber Mallet	11.32	32	362.24								
5		Hex Set	18	19	342								
- 7		Ratchet Set	12.5	23	287.5								
- 8		Mag Nut Driver	14.98	9	134.82								_
9		Cordless Drill	179	10	1790								
10		Tool Bag	29.98	12	359.76								
<u>11</u>		Tool Holster	14.98	18	269.64								
. 12		Safety Goggles	19.97	13	259.61								
- 13		Glass Cutter	2.98	17	50.66								
- 14		Total	319.21	183	1								
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